

# Logging in for the First Time – Third-Party Administrator (TPA)

**How do I log into *UI eServices for Employers* for the first time if I am a third-party filer (TPA) that has a Montana UI account number?**

1. Go to our website [uieservices.mt.gov](http://uieservices.mt.gov)
2. Click the “Click Here to Log in Using ePass link”

## MONTANA UNEMPLOYMENT INSURANCE DIVISION'S - UI ESERVICES FOR EMPLOYERS

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### Welcome to UI eServices for Employers!

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As of February 24th, 2014, **UI eServices for Employers** replaces both WOW and UI4Employers. If you have not already signed up for access to the new UI eServices, you must do so even if you were formerly using WOW and/or UI4Employers.

[Click here for STEP BY STEP INSTRUCTIONS on how to register for UI eServices for Employers access.](#)

**UI eServices for Employers** recognizes you based on your ePass user id. Please utilize the same ePass user id each time you return to UI eServices for Employers. To access this site, you must first log in through ePass.

**Click Here to Log In Using ePass**



**Employers and authorized employer representatives**, depending on assigned security access, may utilize the following Unemployment Insurance services:

- Register (apply) for a new Unemployment Insurance (UI) account.
- View and make changes to UI account information and demographics.
- File quarterly reports (including importing files and Bulk Electronic Filing).
- Make payments via ACH debit or Credit Card and set up payment plans.
- View and print reports, vouchers, letters, and notices.
- View account history for payments, reports, and other activities.
- View rating history for the current and previous years.
- Enhanced web communications methods, and so much more!

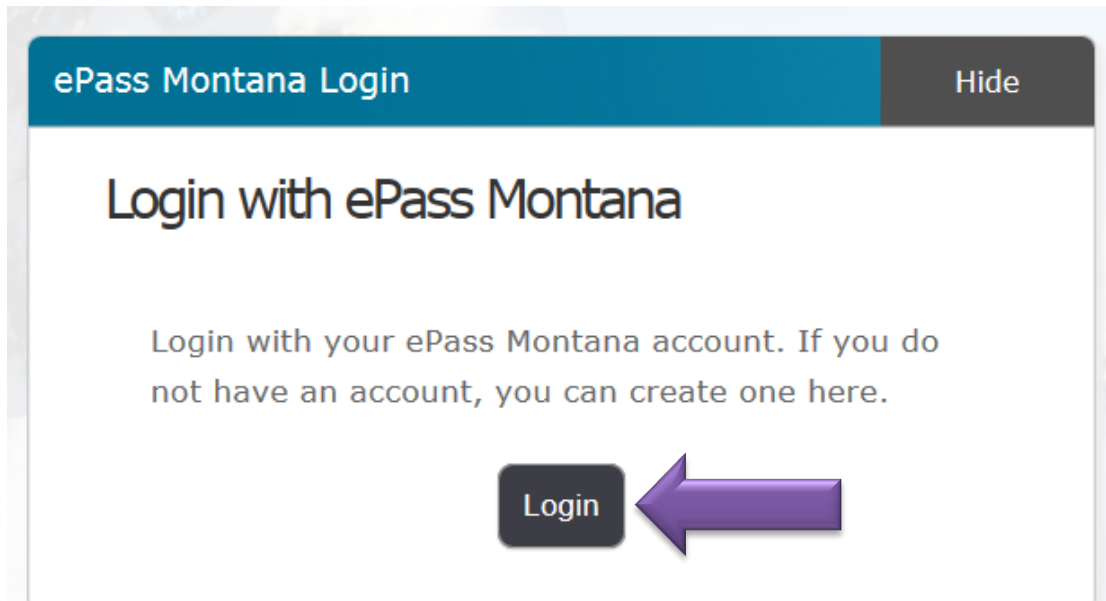
**Third Party Administrators (representatives/providers)**, access to UI eServices for Employers will require authorization from clients to attach them to your UI eServices for Employers account.

[Click here for more information regarding the authorization process.](#)

**NOTE:** You will be directed to the ePass Montana home page [Montana.gov](http://Montana.gov) website

3. On the ePass Montana Dashboard
  - a. click the “Login with ePass Montana Login” button

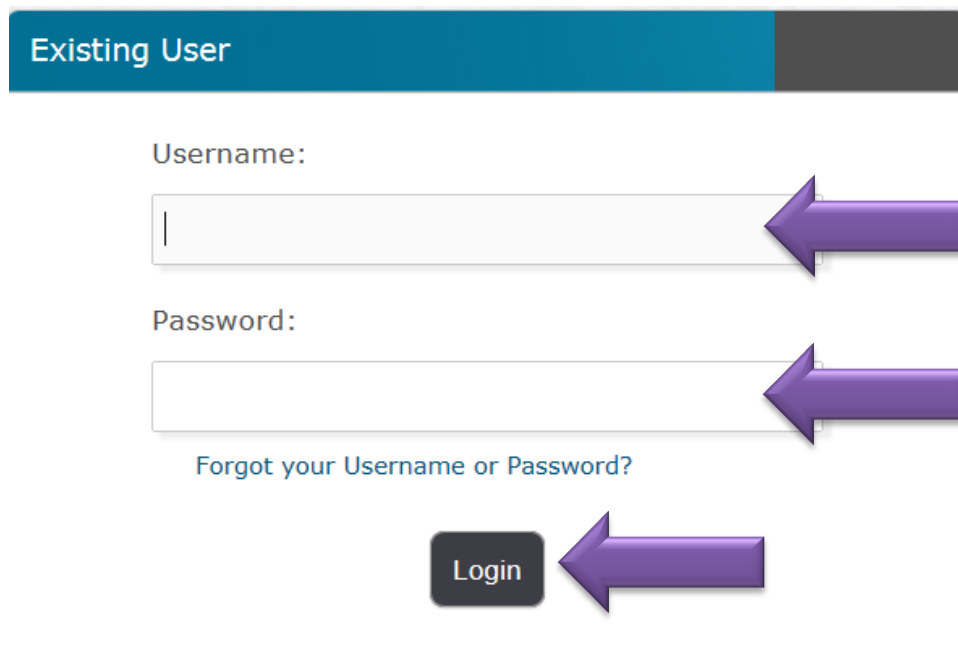
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The screenshot shows the 'ePass Montana Login' interface. At the top, there is a blue header bar with the text 'ePass Montana Login' and a 'Hide' button on the right. Below the header, the main heading is 'Login with ePass Montana'. Underneath, a message reads: 'Login with your ePass Montana account. If you do not have an account, you can create one here.' At the bottom center, there is a dark grey 'Login' button. A large purple arrow points from the right towards the 'Login' button.

**Note:** You cannot log into UI eServices for Employers using a Login with OpenID. If this is the only ePass Montana log in you have, you will need to create a new login using the Login with ePass Montana Login button.

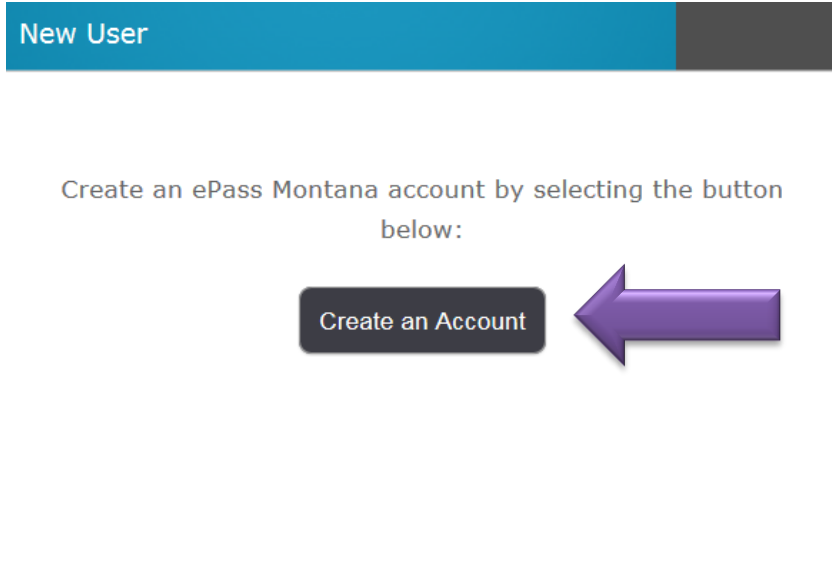
4. If you already have an ePass Montana login
  - a. Type your username and password in the Existing User box
  - b. Click the “Login” button



The screenshot shows the 'Existing User' login form. It has a blue header bar with the text 'Existing User'. Below the header, there are two input fields: 'Username:' and 'Password:'. Each input field has a large purple arrow pointing from the right towards it. Below the password field, there is a link that says 'Forgot your Username or Password?'. At the bottom center, there is a dark grey 'Login' button. A large purple arrow points from the right towards the 'Login' button.

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5. If you do not have an ePass Montana login
  - a. Click the “Create an Account” button in the New User box



New User

Create an ePass Montana account by selecting the button below:

Create an Account

- b. Type in a First Name (Required)
    - c. Type in a Last Name (Required)
    - d. Type in a Daytime Phone (Optional)
    - e. Type in a Primary Email address (Required)
    - f. Type in the email address again in the Verify Primary Email (Required)
    - g. Type in an Alternate Email (Optional)
    - h. Type in a Username (Required)
      - i. Required to be at least 6 characters long
    - i. Type in a Password (Required)
      - i. Required to be at least 8 characters long
      - ii. Must use both letters and numbers
      - iii. Password is case sensitive
    - j. Type the password again in Verify Password (Required)
    - k. Type in a Password Hint (Required)
      - i. Cannot be the same as your password

## Logging in for the First Time – Third-Party Administrator (TPA)

Personal Information ⓘ	ePass Montana ID Details ⓘ
<p>*First Name:</p> <input type="text" value="UI eServices"/>	<p>*Username:</p> <input type="text" value="uieservices"/>
<p>*Last Name:</p> <input type="text" value="For Employers"/>	<p>*Password:</p> <input type="password" value="....."/>
<p>Daytime Phone:</p> <input type="text"/>	<p>*Verify Password:</p> <input type="password" value="....."/>
<p>*Primary Email:</p> <input type="text" value="uieservices@mt.gov"/>	<p>*Password Hint:</p> <input type="text" value="Unemployment Insurance"/>
<p>*Verify Primary Email:</p> <input type="text" value="uieservices@mt.gov"/>	
<p>Alternate Email:</p> <input type="text"/>	

- l. Choose a security question from the drop down box for questions 1-3
- m. Type an answer to each question 1-3

### Security Info ⓘ

For your protection, these questions will help us verify your identity in the future.

\*1. Security Question:

\*2. Security Question:

\*3. Security Question:

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- n. Save changes

**Note:** As soon as the ePass Montana account has been created you will be redirected to UI eServices for Employers

*ePass Montana is not a system supported by the Department of Labor and Industry, it is a service offered by the State of Montana.*

**Employees of the Department of Labor and Industry CANNOT reset your ePass Montana passwords or user names.**

*If you have any problems setting up or logging into your ePass Montana account, contact ePass Montana Customer Service by calling (406) 449-3468 or email them at [epass@eqovmt.com](mailto:epass@eqovmt.com)*

6. Click “New to UI eServices? Click Here to Signup for Online Access”

### **MONTANA UNEMPLOYMENT INSURANCE DIVISION'S - UI ESERVICES FOR EMPLOYERS**

**Welcome uieservices to UI eServices for Employers!**

If you are not uieservices logout of ePass then return to this site.

Congratulations, you have completed the first step to gaining access to **UI eServices for Employers** by logging in through ePass. Now choose the correct option below that best fits your needs.

[Click here for STEP BY STEP INSTRUCTIONS on how to register for UI eServices for Employers access.](#)

**New to UI eServices? Click Here to Signup for Online Access**

Signup for online access to manage your UI Tax account information, file wage and tax reports, make payments, and more.

Agent/Employer Representatives are advised to only enroll once, and use eServices to establish access to multiple client accounts.

**New Employer? Click here to Apply for a New UI Account**

If you are a new employer or have not registered for a Montana Unemployment Insurance account number, click on the link above.

If you have started an online Registration for a UI Account number, click here.

UI eServices for Employers is the property of the State of Montana. Unauthorized use is a violation of 45-6-311, MCA.  
This system, including all related equipment, networks, and network devices, is provided only for authorized unemployment insurance use.  
Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel. Unauthorized or improper use of this system may result in civil and criminal penalties.  
By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.  
Log off immediately if you do not agree to the conditions stated in this warning.

7. Click the radio button next to “Third Party Agent”

8. Type Login Information

- a. ePass Username will populate automatically from the username registered with ePass Montana
- b. Type a Contact Name (Required)
- c. Type a Contact Email (Required)
- d. Type a Contact Phone Number (Required)

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- e. Type Alternate Phone Number (Optional)
- f. Choose a Secret Answer using the drop down box
- g. Type the answer to the Secret Answer
- h. Type the answer to the Secret Answer again

**Note:** Please note that the secret answer entered will be used to log into UI eServices for Employers and as an electronic signature when filing a report or making a payment. Keep this information safe!

Submit

Cancel

### SETUP ACCESS TO UI ESERVICES FOR EMPLOYERS

Complete this one-time authorization to use UI eServices for Employers. All three steps must be completed before you can submit this request.

#### 1. Select access type before continuing:

☐ Employer/Employer Representative

Select "Employer/Employer Representative" if you and/or your company **HAVE** a Montana UI Account Number.

If you need to register for a Montana Unemployment Insurance account number, return to the previous page and complete the Online Registration form.

☒ Third Party Agent

Select "Third Party Agent" if you and/or your company **DO NOT** have (and are not required to have) a Montana UI Account Number.

#### 2. Login Information:

Username	Contact Name	Contact Email
<input type="text" value="uieservices"/>	<input type="text" value="UI eServices"/>	<input type="text" value="uieservices@mt.gov"/>
Contact Phone Number	Alternate Phone Number	
<input type="text" value="Office"/> <input type="text" value="(406)444-6963"/>	<input type="text"/> <input type="text"/>	
Secret Question		
<input type="text" value="What street did you live on as a child?"/>		
Secret Answer	Confirm	Secret answer is case sensitive Minimum 3 characters It is recommended to use both letters and numbers
<input type="text" value="....."/>	<input type="text" value="....."/>	

Please note that the secret answer entered will be used to log into UI eServices for Employers and as an electronic signature when filing a report or making a payment. Keep this information safe!

#### 9. Complete "Third Party Enrollment Type" (All of these fields are required)

- a. "ID you would like to enroll with?"
  - i. Use the drop down box to choose "FEIN" or "SSN"
- b. Type FEIN or SSN on file with UI (Required)
- c. Type the Business Name/Legal Name (Required)
- d. Type Mailing Address Zip code (Required)
  - i. If you have multiple locations, use the zip code of the main mailing address for the business registered with UI
- e. Click "Submit"

**Note:** An email will be sent to the email account you entered into the Contact Email field, letting you know you can log into eServices using your Secret answer.

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### 3. Third Party Agent Enrollment Type:

Enter your own information, not your client's, in the Agent/Employer Representative Access section.

**NOTE:** If you receive an ID Number error and the ID Number entered is correct, it may mean you are not registered as an Agent/Employer Representative with Montana UI. Please click [here](#) for additional instructions on how to get registered as an agent/employer representative customer.

ID you would like to enroll with	Business Name/Legal Name	Mailing Address Zip Code
FEIN <input type="text" value="321321321"/>	UI ESERVICES FOR EMPLOYERS	59601

Once login information is established for your company, you can attach employer accounts within UI eServices for Employers. To do so, log into UI eServices for Employers and click on the "Add Employers Account Access" link under "I want to..."

Submit

Cancel

10. Type your Secret Answer into the area provided

11. Click the "Logon" button.

**Note:** These steps only have to be done the first time you log into UI eServices for Employers. Every time after this, you'll log in using your Secret Answer.

**You will be able to submit authorizations for your clients in your TPA account once you have established an eServices account and logged in. Please see "Adding Employers to a TPA account" for information on how to submit authorization forms for your client through eServices.**

**How do I log into UI eServices for Employers for the first time if I am a third-party filer (TPA) that DOES NOT have a Montana UI account number?**

Registering as an Agent/Employer Representative is only necessary if your company or organization is not subject to UI in Montana but you have clients who are. Registering as an Agent/Employer Representative does not open a UI account for your company or organization it simply records you as a customer and allows us to attach your clients to your UI eServices account (provided we receive proper authorization from your clients). To register as an Agent/Employer Representative simply send an email to [uieservices@mt.gov](mailto:uieservices@mt.gov) with the following information:

- Legal Name of organization
- FEIN
- Mailing Address
- Contact Information (Name, email, phone number of someone who could be contacted if needed)

Once we receive the information above, we will contact you when your customer account has been created.